

CareerTech 2006:

Innovations in CTE

CALL FOR PRESENTERS

PROPOSAL DUE DATE: July 14, 2006

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OCTOBER 11, 2006

**SPONSORED BY: THE OFFICE OF VOCATIONAL-TECHNICAL,
CAREER & INNOVATIVE PROGRAMS
NJ DEPARTMENT OF EDUCATION**

PROPOSAL DUE DATE: JULY 14, 2006

CALL FOR PROPOSALS: You are invited to submit a proposal to present a workshop during New Jersey's annual conference on career and technical education, adult education and innovative programs: "*CareerTech 2006: Innovations in CTE.*" The conference celebrates the contributions that career and technical, adult education and related programs are making to public education and school reform.

GOAL: This is a professional development conference designed to provide career and technical education, adult educators and other professionals in the field with the tools and knowledge necessary to prepare students for academic and career success.

CONTENT: The provision of more than 20 workshops to address:

- The career clusters initiative of the National Association of State Directors of Career Technical Education Consortium (www.careerclusters.org);
- New and emerging careers, and the development of curricula to prepare students for those careers;
- The New Jersey Department of Education's Core Curriculum Content Standards including standards for technological literacy, career education and family and life skills;
- Instructional strategies for increased learner educational gains;
- Exemplary programs and partnerships; and
- Personal and professional enrichment.

AUDIENCE: Conference attendees include staff from secondary schools, adult high schools, community and four-year colleges, private postsecondary schools, business and industry, community-based organizations, Workforce Investment Boards, government agencies, volunteer literacy programs and adult education providers.

SUGGESTED TOPICS: Presentations may address, but are not limited to the following topics:

- Adult high school instructional strategies;
- Building strong career and technical programs;
- Business/education/community partnerships;
- Career academies;
- Career clusters to enhance academic instruction;

- Career portfolios and interest inventories;
- Career preparation and guidance activities;
- Community involvement;
- Content specific instruction (family and consumer sciences, business education, health education, information technology, etc.);
- Exemplary career and technical programs;
- Gender equity and non-traditional careers;
- Innovative adult education practices;
- Innovative practices/programs;
- No Child Left Behind: implications for career and technical programs;
- Standards, curriculum, and other considerations related to integrated use of Core Curriculum Content Standards;
- Postsecondary education;
- Learning activities for career preparation and workplace readiness;
- Student recruitment and retention in adult education;
- Workforce development; and
- Others

APPLICANTS:

Submissions are encouraged from the following individuals:

- Administrators
- Educators
- Consultants
- Counselors
- Employers
- Students
- Researchers
- Others

representing the following institutions:

- Adult High Schools
- Charter Schools
- Educational Organizations
- Comprehensive and Vocational-Technical High Schools
- Government Agencies (including the Department of Corrections, the Department of Labor & Workforce Development, and the Juvenile Justice Commission)
- Military
- Postsecondary Institutions
- Private Vocational Schools
- Workforce Investment Boards
- Others

PROPOSAL SUBMISSION

Please attach a proposal of no more than four single-sided, printed pages with the following information:

1. **TITLE OF PRESENTATION:** (Maximum of 10 words) The title should catch the attention of the conference attendees and accurately describe what your session will entail.
2. **DESCRIPTION:** (Maximum of 75 words) Indicate the description that will be used in the conference program to succinctly, persuasively and accurately tell attendees what to expect from your session. What are the special features of your session?
3. **PRESENTATION PLAN:** (Maximum of 500 words) Provide a brief overview of your proposed session, including content activities, visual aids, and handouts. Describe the learning outcomes you expect and how you plan to ensure audience involvement. Traditional lecture is discouraged. Reviewers are looking for innovative practices, new ideas, and active learning opportunities.
4. **SUMMARY OF EXPERIENCES IN CONDUCTING PRESENTATIONS:** (Maximum of 225 words) Provide a brief summary in bulleted format of the presenter's experience in conducting recent workshops and presentations at regional or national conferences. **(Please attach a brief biography)**
5. Format for information is on the accompanying *Call for Presentations Application Form*.
6. Complete all information on the application and print your proposal on the form (Maximum of 800 words).
 - Font must be no smaller than 12 point
 - Single-line spacing with no blank lines between paragraphs
 - Indent paragraphs
7. The following are the review criteria:
 - Relevance to Career, Technical and Adult Education Issues (50 points)
 - Extent to which the proposal complements the broad conference goals (20 points)
 - Salience to the target audience (20 points)
 - Originality (10 points)

Send a copy of the completed proposal to the following address for receipt no later than **JULY 14, 2006** or e-mail by that date to:

New Jersey Department of Education
CareerTech 2006 – Innovations in CTE
c/o Maria Constantin
P.O. Box 500
Trenton, NJ 08625-0500
Phone: (609) 984-2599
Fax: (609) 984-5347
E-mail: maria.constantin@doe.state.nj.us

SUPPLEMENTAL INFORMATION

Equipment Supplied by the Conference Sponsors—Conference sponsors will provide overhead projectors, microphones (if size of room necessitates) and screens for each session. Projection devices for laptops will be available upon request with the proposal. Laptops need to be provided by the presenter. Final Audio Visual forms will be mailed to the principal contact with notification of proposal acceptance.

Expenses—Speaker fees may be available on a limited basis with emphasis on out-of-state presenters. Speakers must complete paperwork for a Business Registration Certificate if not already registered with the State of New Jersey Division of Revenue. Apply at <http://www.state.nj.us/treasury/revenue/busform1.htm> and follow the directions for Registering Your Business or call the Department of Revenue at (609) 292-1730 for assistance. Local school district and post-secondary institution personnel will not be paid speaker fees.

Program Changes— The evaluation committee reserves the right to recommend changes in the proposals submitted and to encourage joint presentations, if multiple proposals are submitted on similar topics.

Registration — Once a proposal has been accepted and a speaker agreement signed, presenters are expected to register for the conference. No conference registration fee will be charged.

Handouts — Each presenter will be responsible for duplication and transportation of their presentation handouts.

Acknowledgement of Receipt — Each applicant will be contacted by e-mail within two working days after the application has been received by the Office of Vocational-Technical, Career and Innovative Programs.

Commercial Bias — Selected applicants will be committed to ensure that their workshops will be free of commercial bias and that the primary focus of each presentation will not be used to sell or endorse the products or services of the presenter(s) or his/her sponsors, assigns, representatives or affiliates.

Notification of Acceptance — Notification of acceptance of selected applications will occur no later than **AUGUST 4, 2006**. The person listed as the primary person on the presenter form will be contacted regarding application status; he/she will be responsible for contacting the other presenters listed on the proposal.

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CALL FOR PRESENTATIONS APPLICATION FORM **PROPOSALS DUE JULY 14, 2006**

Please fill out in detail each presenter's and co-presenter's name, address, phone, fax and e-mail. Use additional sheets if necessary. Please note: To avoid confusion, information will be sent only to the primary presenter who is then responsible to pass on the information to the co-presenters.

PRESENTATION CATEGORIES AND TIME AVAILABLE:

Please indicate your preference:

_____ Regular Session (1 hr. 15 min.), *or*

_____ Extended Session (2 ½ hrs.)

Would you be willing to repeat your session? **Yes** or **No** (circle one)

Name of Presenter-Primary:

Position:

Employer/Affiliation:

Mailing Address:

City:

State:

Zip:

Business Telephone: ()

Home telephone: ()

Fax:

E-mail address:

Name of Presenter #2:

Position:

Employer/Affiliation:

Mailing Address:

City:

State:

Zip:

Business Telephone: ()

Home telephone: ()

Fax: ()

E-mail address:

Name of Presenter #3:

Position:

Employer/Affiliation:

Mailing Address:

City:

State:

Zip:

Business Telephone:

Home telephone: ()

Fax: ()

E-mail address:

- I. Title of Presentation** (Maximum of 10 words):
- II. Description of Presentation** (Maximum of 75 words):
- III. Presentation Plan** (Maximum of 500 words) Provide a brief overview of your proposed session, including content activities, visual aids, and handouts:
- IV. Summary of Experiences in Conduct of Presentations** (Maximum of 225 words)
- V. Recommended Audience:**
- _____ Secondary Educators/Administrators
 - _____ Postsecondary Educators/Administrators
 - _____ Adult Education Staff
 - _____ Business, industry and community partners
- VI. Equipment Needed** (*Note: rooms will be arranged in classroom style, i.e., rows of tables with chairs or theatre style, i.e., rows of chairs*):
- _____ VCR
 - _____ Overhead projector (standard)
 - _____ Computer Projection Unit (presenter to bring own computer)
 - _____ Internet Access (if available)
 - _____ Microphone
 - _____ Flipchart/pad/markers
- VII. Speaker Fees/Expenses** (An itemized detailed list must be provided. Speaker agrees to complete the Business Registration Certificate.)